

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 20, 2011 at 6:00 p.m. at Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, TONY THEISEN

EXCUSED: DENISE BELLMORE, CARLA BUBOLTZ, KATHY PLETCHER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Eric Genrich, Judy Gallenberger, Jeanette Jacqmin (staff); Bob Heimann (Brown County Information Services Director); Frederick J. Mohr (Brown County Attorney); Debbie Klarkowski (Brown County Human Resources Manager); Chet Gibbons (Allouez resident)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Kegel, seconded by Golomski, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Lynn wagered a basket of books with the director of the Chicago Public Library on the outcome of the Packers/Bears game including, *We're Going on a Bear Hunt*, *Quickie Makes the Team*, *When Pride still Mattered* (now a Broadway play) and others.

OPEN FORUM FOR THE PUBLIC

Mr. Chet Gibbons, Allouez, was in attendance to comment on the library's new automation system. He feels it is unreliable and based on his experience; the bugs should have been worked out by now. He cited four specific problems: 1) inaccurate searching, 2) system was down all day Wednesday, 3) InterLibrary Loan link not working and 4) e-mail function not working. He expressed that he feels like the library was misled and the library shouldn't be pouring more resources into this system. He suggested that if the problems cannot be fixed, the library should consider another system.

In response, Bob Heimann noted that his diagnosis indicates that the problems belong to SirsiDynix not I.S. or the library. Lynn Stainbrook stated that SirsiDynix is a good product; the search problems were the reason why the system was down for a day; there may be server issues; and communication between the servers has caused problems. SirsiDynix has been asked for tutorials for end-users. Stainbrook assured Mr. Gibbons that the library is working on the issues.

Gibbons appreciates the comments but they don't solve the problem. It may be time to move on. There is no excuse - the library is the bottom line. It is a huge drain on the library's human resources. Stainbrook feels that the best and fastest option is to fix what we have rather than to start over.

Terry asked if SirsiDynix can provide any staff to expedite the process since switching systems really isn't an option. SirsiDynix doesn't usually provide onsite staff but they do offer Client Care - a support portal. Lynn thinks the problems lie within the configuration and having a full-time I.S. person would be very helpful. Lynn Hoffman, who comes from a SirsiDynix environment, said she has not seen a situation like this. We are different in that we run on a SQL version but per Bob Heimann, that is one of their platforms.

Tony asked if the problem that exists now is different than those that occurred during the transition. Do we have the right staff in the county to deal with this? Lori stated that our consistent errors are reported and it has been determined that two servers are losing their connection. That is known but it is not known why. Late Wednesday, I.S. granted permission to SirsiDynix staff to look at the server operations so further investigation is possible. Lynn noted that SirsiDynix has not been paid in full either. The Library Board would like daily feedback because they understand the anxiety created and wants to provide as many resources to the library to address the issues.

Golomski thanked Gibbons for his specificity.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Bob Heimann mentioned the scheduled project meeting on Friday, January 21 between I.S. and library staff. Upcoming projects will be discussed. Sarah Evers (I.S. staff) has been working and accomplishing several items on the list.

Lynn introduced Eric Genrich, the library's new IT Librarian. He said he is excited to be part of the organization and is looking forward to the challenges.

Bob Heimann and Eric Genrich left the meeting at 6:35

DISCUSSION OF LIBRARY HOURS AND REPRESENTED STAFF Terry asked Frederick J. Mohr, Brown County Attorney, about the history of contracts. There are several AFSCME units in Brown County including three at the library. Somewhere along the line (at least 25 or 30 years ago) the guaranteed work schedule language was added. The county negotiator at that time allowed the library units to dovetail into the guaranteed work week. Theisen noted that he didn't think the library would want that kind of language because it interferes with the management of the library. Did the library get anything that made it worthwhile? Does it make sense from a management point? It was in March 2001 that a dispute arose. The library's director wanted to expand hours in the summer – the pattern was shorter and she wanted to make it like winter hours. Schedules had previously been changed but were always negotiated. The hours change was mandated and not negotiated. Jim Kalny, then HR Director, told her it was management's right –how you staff is a different matter. Citing the contract language, "The language shall remain as in effect and not be changed unless mutually agreed upon," the negotiator stated the hours could not unilaterally be changed. Only negotiation can authorize a change like that.

The AFSCME contracts that went to arbitration have been settled and will be voted on for 2010 and 2011. Language is a priority for the 2012 contract. Lynn cited the closure of the library on a snow day. Mohr replied an option would be to keep one library open - that way there is no refusal of work. Lynn would like to set a policy so staff knows what to expect. The library is not responsible and is not liable if an employee is injured en route to the library.

Mohr indicated that the contract has very complicated, restrictive language. Terry noted that state statutes indicate that the library is separate from the county. Mohr indicated that when the unions were formed employees were called county employees vs. library board employees. That can be changed by making the Library Board the employer. This involves a certification process. A library board closed session would be in order to discuss this further. Mohr continued by indicating that the Teamsters want to reopen negotiations in May and suspects AFSCME will too. Terms of financial parameters have already been given by county as well as direction to take a hard look at language. Contracts have been broken down and language has been itemized. All of this can be discussed in closed session. Terry noted that management has had real difficulty in trying to be efficient because of limited ability to make changes. Lynn asked further about snow day policy. Can it be written and approved by Library Board as mentioned above? Mohr said it would be appropriate BUT run it by Debbie Klarkowski, to see if it complies with the contracts.

Terry asked if the work day can be changed. Mohr replied that the library cannot change the schedule unless mutually agreed upon with union.

Fred Mohr, Debbie Klarkowski and Jeanette Jacqmin left the meeting at 7:10

A closed session will be added to a future agenda.

NOMINATING COMMITTEE REPORT/ANNUAL ELECTION OF OFFICERS John Hickey recommended the following slate: President, Terry Watermolen; Vice-President, Kathy Pletcher; Secretary, Carla Buboltz; and Financial Secretary, John Hickey. Aforementioned parties agreed to serve another term in these roles if elected. Additional nominations were called for three times. There were no other nominations. **Motion** by Hickey, seconded by Golomski, to approve the following recommended slate: Terry Watermolen as President; Kathy Pletcher as Vice-President; Carla Buboltz as Secretary; and John Hickey as Financial Secretary. **Motion carried unanimously.**

FACILITIES REPORT

a. Central Library Renovation As requested, Boldt Company is working on a cost estimate on fixing things on an on-needed basis. This estimate is expected in February. Lynn Stainbrook commented that the Friends of the Library are writing a submission to the Merrill Lynch Grand Gala to be considered as the fundraiser's recipient. The submissions include a green roof at Central, the renovation of the Auditorium and a Local History and Genealogy project to include humidification-controlled room to protect and preserve the materials in that collection. An additional cost analysis would have to be done on the LHG option should that proposal be accepted.

Terry said that the Board may need to come up with a way to fund the renovation piece by piece. Lynn stated that Lonn Frye has been considering phasing department by department. This will be on the next Ed & Rec meeting agenda as a communication from Supervisor Vander Leest. John Hickey said the Gala considers different things and the project does not necessarily have to be a structural one. Even a portion of the entire project would show an impact.

Curt reported that the staff elevator failed with a person in it. Service repair was called after several more instances. The problem was a bad relay switch and is fixed for now. Two elevators have phones and one has an audible bell for emergency purposes. They really need to be replaced. This is an example of a safety issue that needs to be fixed but also needs to fit into the entire plan. Significant money could be spent on fixing systems as they fail. Decisions will be made based upon what the engineers recommend.

Terry asked about the status of the skylights. Curt answered that the federal appropriations allow the library to hire someone to design specs and then put out for bids. The deadline for construction has been extended for one year. The benefits of replacing the skylights include energy savings, improved lighting and fewer repair costs.

b. Solar Energy Projects Lynn had a call from Bill Dowell regarding the 25 by 25 grant – specifically that an opportunity for a project that would have a good ROI was recently made available and is due by April 1. The project selected would install solar panels at Weyers-Hilliard Branch Library. A project can be granted to match the energy savings. Weyers-Hilliard has saved 14,000 KW hours because of efficiencies. Tracking panels were chosen because they are more efficient than stationary panels. The site plan was shared. A total of three panels will be installed. Tony asked what the cost and payback is. Curt replied early estimates for a tracking system were approximately \$77,000 with the library contributing about \$2,500. The potential payback period is .51 – 1.82 years. This project makes economic sense.

Motion by Hickey, seconded by Theisen, to approve the solar panel project at the Weyers-Hilliard Branch Library. **Motion Carried.**

Regarding the Kress Family Branch solar project, SEEDS received a \$10,000 donation and small grant. Still need about \$30,000 to complete project. Kress can't accommodate pedestal solar panels due to land space. Kress will also have an educational center.

Judy Gallenberger and Chet Gibbons left the meeting at 7:55 pm.

c. Energy Conservation Methods update Curt distributed reports that showed a list of 2010 projects that will be completed in 2011 and a table of costs showing that savings in gas and electrical usage have increased as a result of conservation methods implemented.

Terry asked for a combined ECM results total. Lynn complimented Curt on doing a good job managing the systems.

ACCOUNTANT'S REPORT

a. Financial report No report.

b. Acceptance of Gifts, Grants and Donations: No report was available.

c. Carryover Funds A statement of intent has to be submitted to the county with a carryover amount determined when the General Ledger is closed. **Motion** by Golonski, seconded by Hickey, to approve intent to carryover funds in 2011. **Motion carried.**

d. Request for budget transfer: Print supplies for coin-op copiers and printers **Motion** by Golonski, seconded by Froelich, to approve the request for budget transfer to utilize the fund balance from the library's coin-op account in the amount of \$5,000 to pay for print supplies for coin-op copiers and printers. The cost of color toner cartridges has increased, however, the revenue generated by this service still exceeds the expenditures. **Motion carried.**

e. Request for budget transfer: Library Automation Consulting Services **Motion** by Kegel, seconded by Froelich, to approve the request for budget transfer to Professional Services in the amount of \$10,800. The new contract with SirsiDynix includes quarterly Authority Control updating, but an initial clean-up of our database must be completed first. Authority Control is reviewing author, subject and title headings for uniformity and validity. It ensures that mis-typing or inaccurate subjects are corrected so that users can find the entries. **Motion carried.**

APPROVE MODIFICATION OF LOAN PERIODS

Request to modify 7-day and 28-day loan periods of books to 21 days and, in order to make the availability of a title the same, extend the number of times an item can be renewed. Staff believes that this change will encourage patrons to check-out additional new materials and will simplify managing the items checked out. This change will be implemented sometime this spring. Rentals, DVDs, videogames, backpacks, toys and magazines would remain 7-day loans. **Motion** by Hickey, seconded by Froelich, to modify the check-out periods of current 7-day and 28-day books to 21 days. **Motion carried.**

WRIGHTSTOWN BRANCH LIBRARY FUNDRAISER

a. Library closure on Saturday, March 5, 2011 **Motion** by Kegel, seconded by Golonski, to close the Wrightstown Branch Library on Saturday, March 5, 2011 in order to prepare for the second wine and cheese fundraiser to benefit the branch. **Motion carried.**

b. Allowance of wine to be served in the library **Motion** by Theisen, seconded by Hickey, to allow wine to be served on the Wrightstown Branch Library premises during the fundraising event on March 5, 2011. **Motion carried.**

LATE OPENING ON FRIDAY, 10/07/11 FOR THE PURPOSE OF AN ALL-STAFF WORKSHOP

Motion by Froelich, seconded by Golonski to delay the opening of all libraries on October 7, 2011 for the purposes of an all-staff workshop that will be facilitated by Debra Hamilton, President of Creative Communication & Training. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update John reported that the NFLS Board approved the resource Library agreement and new officers were elected –

Denise Bellmore, President; Cheryl Maxwell (Marinette), Vice President, President Elect; John Hickey, Treasurer; Gina Reinardy, Secretary; and Rosetta Stern (Shawano), member at large.

b. Approve Library Services (Collection Development) Grant

Motion by Froelich, seconded by Kegel, to approve the 2011 Library Services Grant in the amount of \$47,206. **Motion carried.**

PRESIDENT'S REPORT No report. Thanked the staff for a job well done.

DIRECTOR'S REPORT Lynn also expressed her thanks to Lori, Sue and Curt. Lynn, Dale and Eric have been nice additions. She reported that changes in Walco delivery were made and savings have been realized. Presently, there are two openings at the Central Library. Lynn distributed position justification in the Local History and Genealogy Department for a 20-hour Librarian I. This position will be posted according to the contract rules. If no one posts internally, it will be opened to the public. This will be added to the February agenda for Board approval. The Director's report included text of report given to NFLS regarding the services BCL provides as the System's Resource Library.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Golomski, seconded by Froelich, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 8:40 p.m.

NEXT REGULAR MEETING

February 17, 2011

Central Library

515 Pine Street

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary